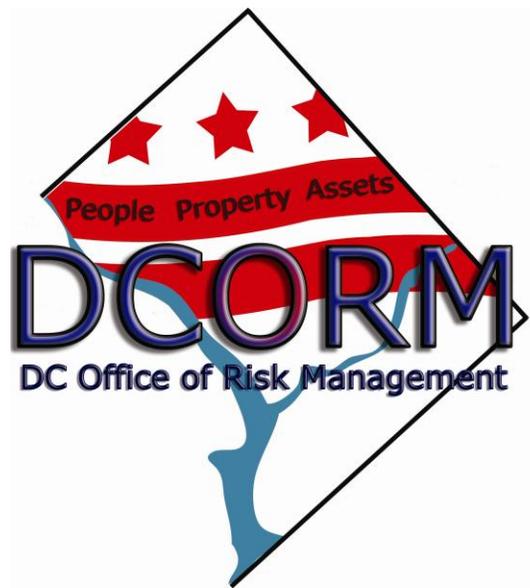


Emergency Planning Guide



DC Office of Risk Management

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Chief Risk Officer

Revised 1/25/2012



Government of the District of Columbia

Emergency Response Plan Guide

Agency Name

Agency Address

Contact Person

Date



EMERGENCY RESPONSE PLAN GUIDE TABLE OF CONTENTS

- 5. Planning Guide Instructions
- 9. Communication
- 11. Employee Training and Response Procedures
- 17. Occupant Responsibilities
- 20. Establishing an Emergency Preparedness Team
- 28. Emergency Evacuation Drills
- 34. Fire Safety Plan
- 38. Other Emergency Situations
 - Fire emergency
 - Bomb Threat
 - Hazard Communication
 - Medical emergency
 - Violent Incident
 - Terrorism
 - Weather emergency
 - Earthquake procedures
- 65. Evacuation Procedures for Persons with Disabilities
- 75. Area of Refuge
- 77. Shelter-In-Place
- 84. Floor Plans
- 86. Emergency Contact Information

EMERGENCY RESPONSE PLAN GUIDE

TABLE OF CONTENTS CONTINUED

87. Other Emergency Situations

90. Acknowledgements

91. 2006 International Fire Code check list

97. Forms

Planning Guide Instructions



This is a guide to assist you in writing the plan for your agency. As you go through you must provide detailed information in each section related to your agency/office suite. A separate plan must be written for each location. Each plan must be specific to the location and its occupants.

This guide is specific to office occupancies. If you have another form of occupancy, i.e. libraries, clinics, etc. Please contact the Office of Risk Management or FEMS for additional guidelines related to your specific occupancy classification.

Some parts of the book may be used in your plans and will be identified. Not all pages may be used.

We strongly suggest you start new with this template and not attempt to blend previous plan language.

If you need assistance with preparing your Emergency Response Plan please call the Office of Risk Management, Occupational Safety and Health Manger, at (202) 727-8600

PLANNING GUIDE INSTRUCTIONS

There are two distinct parts to your plan(s). The first is compliance with the District's fire code. The second is ensuring plans adequately provide for the safe evacuation of persons with disabilities. You must address both areas for you plan to be complete.

Plans must be sent to the Office of Risk Management first for review. Once they have been reviewed they will be forwarded to FEMS for approval or returned to the agency with comment. If your plan has been approved by FEMS it must still be approved by ORM to ensure it contains appropriate precautions and language related to persons with disabilities.

The guidelines in this manual are to assist in the development of your emergency response plans in compliance with the District of Columbia Fire & EMS standards as outlined in the International Fire Code (IFC), 2006 edition, Chapter 3, Emergency Planning and Preparedness. The National Fire Protection Association (NFPA) 1 is referenced in the 2006 IFC. The references in this planning guide are the minimum standard required.

The development of an Emergency Response Plan must be a team effort.

Members to include:

- Area Risk Management Representative(s)
- ADA Coordinator(s)
- Persons with disabilities
- Building manager
- Fire & EMS
- Supervisors/Managers
- Floor Wardens, Asst. Floor Wardens, Zone Monitors, Assembly Area
- Monitors
- Housekeeping/Custodial Services
- Security
- Other interested person

Once a team has been identified, schedule a preliminary meeting to discuss the elements of the plan. Each plan should be reflective of the area; its occupant's and visitors.

It is essential for persons with disabilities to be included in the planning and implementation of all Emergency Response Plan and trainings.

Not all persons with disabilities will choose to disclose their disability. You may have visitors to your agency or building who have a disability and will need assistance during an emergency. Plans need to be flexible during an emergency to meet the needs of persons who have not disclosed their disability prior to an incident but who will need assistance.

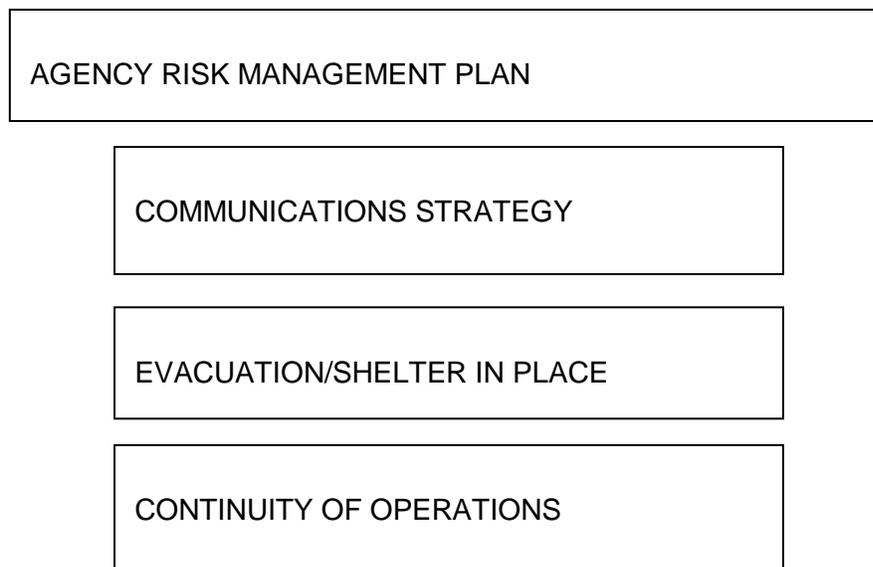
Emergency Response Procedures



Introduction

Emergency Response Planning

Emergency response planning is an integral part of every agency's overall Risk Management Plan. The chart below illustrates some of the elements that must be included to meet the overall needs of the agency, including a plan that addresses the safety and security of its employees and the public, communications strategies during an *event*, plans for evacuation and *shelter in place*, and a continuity of operations plan that ensures the agency's ability to continue to provide required services should an *event* occur. A sample agency Emergency Response Plan is included with this document.



What is an Event?

When it comes to emergency response planning, many employees immediately think of major events like fires, terrorism, and other major catastrophes. In some cases, however, an event may be an employee or visitor suffering chest pains and a possible heart attack. The event may also be a perceived or actual threat from an employee or visitor in the workplace, or even an employee injury.

Effective emergency response planning and good risk management requires established protocols for responding to all perceived threats or emergencies.

Things to consider in your plan are:

- The type of structure (concrete, wood, etc.)
- The number of stories both above and below ground level
- The location-include the address and name of streets that are bordering the building
- Are there any areas that are barriers to getting to the building?
- The exterior exits, the number and what side of the building they are on
- Primary and secondary evacuation routes
- The number of stair ways that are used for evacuation
- The number of elevators
- The location of areas of refuge
- The locations for shelter-in-place
- If there are phones in the stairways or near stairways
- If the building has a sprinkler system
- If any hazardous materials are store in the building and their location
- Hydrant location
- The assembly location

Be very specific. Your building manager should be able to assist by providing a copy of the building response plan. These plans generally include a detailed description of the building.

COMMUNICATION





Communication

Write a brief description of how your agency will address each of the following:

Determine how emergency situations will be communicated to all employees.

Multiple methods reach the most individuals and reduce the risk of leaving people out.

Providing a copy of the Emergency Response Plan in multiple formats is important to ensure everyone has a chance to read and review the plan.

If people have not read the plan they may not know what to do in case of an emergency.

Have copies of Emergency Response Plans in prominent areas, accessible to everyone.

Conduct training sessions to review your plan and where it can be found.

Consider multiple methods of communicating in addition to the primary fire alarm system. Remember there may be persons with a variety of disabilities who need information provided in different formats. Consider ways to keep communication open during an emergency. For example: cell phones, email, ect. What methods will you use?

Each door providing access to an area of refuge from an adjacent floor area should be identified by a sign complying with ICC A117.1, stating: AREA OF REFUGE, and including the international Symbol of Accessibility

PRACTICE, PRACTICE, PRACTICE



EMPLOYEE TRAINING AND RESPONSE PROCEDURES

You may use the following three pages in your plan to identify what your training will consist of. In addition you will need to answer the following

- Who will be trained and how often? (New employees must receive training at orientation and all other at least yearly)
- How will you recorded the training? (The training record from provided in this guide may be used. It indicates all areas that are required to meet the standard)

EMPLOYEE TRAINING RECORD

406

Name of training: Fire and Emergency Response Procedures

Employee: _____

Annual:

Date:

_____ Employee duties during a fire or emergency evacuation

_____ Fire hazards and materials in the workplace

_____ Proper procedures for preventing fires

_____ Fire alarm and evacuation signals

_____ Proper use of fire extinguisher

_____ Evacuation routes

_____ Areas of Refuge

_____ Exterior assembly areas

_____ Evacuation procedures

_____ Location of portable fire extinguishers or other manual fire-fighting
Equipment and protective clothing

_____ Rescue devices/chairs (if utilized)

Employee Signature: _____ Date: _____

Instructor/Supervisor Signature: _____ Date: _____

EMERGENCY EVACUATION DRILL RECORD

405.5 1-9

Person conducting drill: _____

Date of drill: _____ Time of drill _____ Total evac. time _____

Notification method used: _____

Staff members on duty and participating:

Staff Members	Staff Members

Number of occupants evacuated: _____ Weather condition

Special conditions simulated: _____

Problems encountered:

EMPLOYEE TRAINING AND RESPONSE PROCEDURES

General:

Employees in the occupancies listed shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans. (International Fire Code 2006 edition, 406 Employee Training and Response Procedures)

Frequency:

Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.

Employee Training Program:

Employees shall be trained in fire prevention, evacuation and fire safety in accordance with:

Fire prevention training:

Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

Evacuation training:

Employees shall be familiar with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Fire safety training:

Employee's assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.



REQUIRED EMERGENCY PREPAREDNESS TRAININGS

Fire and Emergency Procedures

General. Employees in the occupancies listed in Section 404.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in Section 404.3. 406.2 Frequency. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the code official upon request. 406.3 Employee training program. Employee shall be trained in fire prevention, evacuation and fire safety in accordance with Sections 406.3.1 through 406.3.3 (International Fire Code, 2006 Edition, Section 406 Employee Training and Response Procedures, 406).

Employee duties during a fire or emergency evacuation

(Training shall be based on these plans and as described in Section 404).

Fire hazards and materials in the workplace

406.3.1 Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

Proper procedures for preventing fires

406.3.1 Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

Fire alarm and evacuation signals

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

PRACTICE, PRACTICE, PRACTICE

Evacuation routes

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Areas of Refuge

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Exterior assembly areas

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Evacuation Procedures

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Location of portable fire extinguishers or other manual fire-fighting equipment and protective clothing

406.3.3 Fire Safety Training. Employee's assigned fire fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or Equipment required for its safe and proper use.

OCCUPANT RESPONSIBILITIES

The following section “Occupant Responsibilities” may be used in your plan. Please indicate how this information will be provided to each person.

Building Emergency Evacuation Team (BERT)

This section may be used for your plan if the content is what you expect of the members of the BERT. If not, you must provide a job description for each position you utilize.

You may use the BERT roster for your plan. Please ensure all areas are completely filled out with a primary and alternate for each of the positions. These are specific to your occupancy.

All agencies should consider having an after drill meeting. This meeting allows you to review how the drill or incident went and identify any problem areas. This is a good opportunity to review and revise your plan, identify equipment or training needs for the BERT.

Occupants are required to know the location of “Areas of Rescue”

Occupant Responsibilities

In an emergency think

RED

- R – React** *Take indicators of emergencies seriously*
E – Evaluate *Judge the level of threat to your safety*
D – Decide *If you need to leave the building and*

1. Know how to report an emergency – 911, emergency phones, etc.
2. Report emergencies rapidly, time is critical
3. Know how to activate the building fire alarm system
4. Where the closest exits are to you
5. Participate fully in all drills and trainings
6. Know where you are to meet once you evacuate
7. Know at least two ways out-a primary and a secondary exit routes are from your location
8. Listen to the Floor Wardens and Assistant Floor Wardens for directions
9. Take all emergencies seriously including: (report all emergencies immediately)
 - Building alarms
 - Smell of smoke
 - Observing flames/fire
 - Warnings from other occupants
 - Arrival of the fire department
10. Review a copy of the emergency procedures and be familiar with them, ***before an emergency arises.***
11. Know how you will react if you are faced with an emergency. If you will need assistance, notify your supervisor or floor warden prior to an emergency.

12. Judge the threat level for your safety

- Evidence of a threat to your safety such as smoke or fire
- Conditions in your immediate area
- Your physical ability to evacuate or relocate
- The needs and abilities of others in your immediate area
- Additional information/cues you receive

13. Decide if you need to evacuate the building

14. Keep a clear aisle to all exits (there should be a path with a minimum width of 32 inches)

15. Keep exits clear at all times

16. Report any problems with the exits or alarm systems to your building management immediately

17. If you are working outside the normal working hours for your building, notify building security upon entering the building.

PRACTICE, PRACTICE, PRACTICE

Establishing an Emergency Preparedness Team

What is BERT?

The Building Emergency Response Team (BERT) is generally comprised of agency representatives who have volunteered or been selected to fill the roles of Floor Wardens, Assistant Floor Wardens (where warranted due to the size of the Agency, the complexity of the worksite, etc), Zone Monitors, Assembly Area Monitors, the Senior Agency contact or Agency Risk Management Representative, and the Building Manager or a representative of facilities management for the building. Sample responsibilities for these individuals during some major “events” are included in this document. They may also play a role in smaller events at a facility.

While emergency management operations occur through a variety of agencies across the District under the District of Columbia District Response Plan (DRP), The BERT team is responsible for immediate action within their facility during major emergencies or other events.

ESTABLISHING THE EMERGENCY RESPONSE TEAM

This team will be responsible for the coordination of the evacuation operation in an emergency situation. The required personnel and their duties are described below:

The (Agency/Program) shall have a Floor Warden, Assistant Floor Warden, Zone Monitors, and Assembly Area Monitor (and alternates for each), appointed by the Agency Risk Management Representative or designee. The persons selected must:

- Be physically able to perform the duties
- Participate in any required training
- Be thoroughly familiar with the building layout
- Be aware of any employees who may need assistance in an emergency.

Floor Warden/Assistant Floor Warden

Floor Wardens will be responsible for coordinating and implementing emergency evacuations, utilizing the approved plan, for their assigned floor or area to ensure all occupants have evacuated the building. They are also responsible for verifying the evacuation of all spaces, including restrooms. They will receive and dispatch information and instructions relating to a given emergency.

It is the responsibility of the Floor Warden to ensure the safe, timely evacuation of all persons from the area. The Floor Warden should be aware of any person who has disclosed a disability and the type of assistance that is needed. They are responsible for ensuring persons with disabilities are offered assistance in evacuating the area or are directed to the appropriate *Area of Refuge* to await rescue. If the person with a disability is assigned a Buddy, they are responsible to ensure the Buddy (co-worker) is there to provide assistance. It is the responsibility of the Floor Warden to report to the Fire and Emergency personnel the location of persons with disabilities that need further assistance or who are in an *Area of Refuge*.

In the event an individual* refuses to leave or has difficulty in leaving the area:
Do not negotiate with them Provide calm, clear and firm directions
Notify Fire and Emergency personnel of their location if they are not able to be evacuated

(* This may be a person with a hidden disability, i.e., anxiety disorder, PTSD, etc.)

Assistant Floor Warden

Assistant Floor Wardens are responsible along with the Floor Warden to see that all personnel leave their area(s) and go to the nearest stairway or designated exit for their safety. They should listen for any new information, and if questions arise, they should get direction from the Floor Warden. They will take no action without checking with the Floor Warden, except under extreme circumstances. The Assistant Floor Warden's are responsible to notify the Floor Warden of anyone who is not evacuated including name and location of the individual. If the Floor Warden is unavailable, the Assistant Floor Warden will report to Fire and Emergency Services the name and location of the individual(s) who were not evacuated.

For persons with disabilities:

If the individual with a disability is able to safely evacuate on their own, they should be directed to the nearest stairway or designated exit.

If they have a Buddy, the Buddy (employee) assigned to assist occupants with disabilities during emergencies should meet the person with a disability and provide the required assistance.

If they cannot evacuate on their own they should be directed/assisted to either the *Area of Refuge* or *Shelter-In-Place* location, depending upon the emergency situation.

Zone Monitors

Zone Monitors are responsible for making sure no one is left in their area and all doors are closed to reduce the spread of fire and smoke.

Important areas to be searched along with visible areas are rooms and areas that are not directly visible; work rooms, file rooms, restrooms, etc. to ensure everyone has been evacuated.

They should report to the Floor Warden when they have completed their search or if any problems exist.

Assembly Area Monitors

Assembly Area Monitors are employees assigned to monitor assembly points and take attendance as occupants arrive. They shall assist the Floor Wardens to review each Floor Warden's report and shall assemble the names of all individuals identified as unreported. If anyone is in an *Area of Refuge*, they must be reported to the Fire and Emergency Services along with their location, if known. This list shall be forwarded to the Fire Department Incident Commanders.

Equipment

In an emergency, or disaster, building managers, agencies, BERT team members, and employees themselves have responsibilities that may require special equipment to meet the demands of the situation. An event might involve assisting a client or employee who suffers a heart attack or other condition, setting up to *shelter in place*, or putting an evacuation in motion. In the appendices of this document, sample recommended equipment lists are provided for BERT members, agencies, and employees. These are minimum recommendations. Each agency's potential exposure will help determine what additional materials may be needed.

BERT EQUIPMENT AND SUPPLY LIST (RECOMMENDED)

The following is a list of Building Emergency Response Team (BERT) supplies and the intended use for those items. These supplies are minimums. Each Agency in the development of their Emergency Response Plan may add to these items as deemed appropriate. These supplies are also in addition to any recommended Agency and individual employee maintained supplies. Those supplies listed under *Building Manager*, should be stored in a carefully chosen location with other building related emergency equipment.

BUILDING MANAGER

- Bull Horn with batteries
- Emergency Evacuation Chair (Storage area could be based on location of physically challenged personnel in the facility.)
- Large First Responder First Aid Kit

FLOOR WARDEN

- Tote Bag/Packs (For storage of assigned equipment and use during an emergency.)
- Bull Horn with batteries (Not every floor warden will need a bull horn. Assignment will be based on location that best fits overall communication needs for each floor.)
- Safety Vests
- Flash Lights with batteries. (Batteries should be kept in plastic bags between use, as leakage could damage equipment.)
- Radio with batteries (Floor warden will turn over radio to assistant floor warden for monitoring outside conditions, unless no assistant floor warden is assigned.)

ZONE MONITORS

- Tote Bag/Packs (For storage of assigned equipment and use during an emergency.)

FLOOR SAFETY TEAM ROSTER

Building: _____

Floor: _____

These are your Floor Safety Team Members:

FLOOR WARDEN:

Name _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

ASSISTANT FLOOR WARDEN:

Name _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

ZONE MONITOR:

Name _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

ASSEMBLY AREA MONITORS:

Name _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

ALTERNATES:

Name: _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

List updated on _____

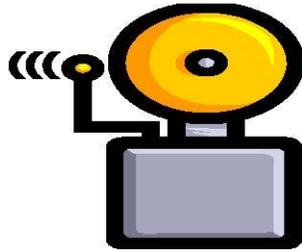
EMERGENCY EVACUATION SEARCH RECORD

	Employee Name	Floor/Area	Evacuation Time	Initial Search Time	Secondary Search Time	Accounted for Yes	No
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

What went right?

Identify problems during the incident.

Plan of correction: (include what will be corrected, who will be responsible for the correction and when it will be completed)



EMERGENCY EVACUATION DRILLS

EMERGENCY EVACUATION DRILLS

General

Emergency evacuation drills complying with the provision of this section shall be conducted at least annually in the occupancies list or when required by the fire code official. Drills shall be designed in cooperation with local authorities.

(International Fire Code, 2006 edition, Section 405; Emergency Evacuation Drills)

Frequency

Required emergency evacuation drills shall be held at the intervals specified, or more frequently where necessary to familiarize all occupants with the drill procedures. (International Fire Code, 2006 edition, Section 405.2 Frequency)

Leadership

Responsibility for the planning and conducting of drills shall be assigned to competent persons designated to exercise leadership. (International Fire Code, 2006 edition, Section 405.3, Leadership)

Time

Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. (International Fire Code, 2006 edition, 405.4 Time)

Record Keeping

Records shall be maintained of required emergency evacuation drills and include the following information (International Fire Code, 2006 edition, 405.5 Record Keeping.)

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation.

PRACTICE, PRACTICE, PRACTICE



Notification-Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official. (International Fire Code, 2006 edition, Section 405.6 Notification)

Initiation-where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. (International Fire Code, 2006 edition, Section 405.7)

Accountability-As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for. (International Fire Code, 2006 edition, Section 405.8 Accountability.)

Recall and reentry-An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge. (International Fire Code, 2006 edition, Section 405.9 Recall and reentry)

PRACTICE, PRACTICE, PRACTICE

EMERGENCY EVACUATION DRILL RECORD

Person conducting drill: _____

Date of drill: _____ Time of Drill: _____

Notification method used: _____

Staff members on duty and participating:

1. _____ 11. _____

2. _____ 12. _____

3. _____ 13. _____

4. _____ 14. _____

5. _____ 15. _____

6. _____ 16. _____

7. _____ 17. _____

8. _____ 18. _____

9. _____ 19. _____

10. _____ 20. _____

Number of occupants evacuated: _____

Special conditions simulated: _____

Problems encountered: _____

Weather conditions when occupants were evacuated:

Time required to accomplish complete evacuation: _____



Recall and Re-Entry Procedures

Building: _____

An Electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall re-enter the premises until authorized to do so by the official in charge. International Fire Code, 2006 edition, 405.9.

- No one is to reenter the building until it has been cleared to do so
- Everyone must stay in the assembly area until cleared to leave (employees must not go to their cars or otherwise leave the area)

How will your agency determine when it is safe to return to the building?

How will you notify occupants it is safe to return?

Any specific instructions, example: all occupants must stay in the assembly area until they have been released to reenter the building.

PRACTICE, PRACTICE, PRACTICE



**EMERGENCY EVACUATION PLAN
AND
FIRE SAFETY PLAN**

FIRE EVACUATION PLAN

Fire and evacuation plans shall include the following (International Fire Code 2006 edition, Section 404.3.1 Fire Evacuation plans)

1. Emergency egress and escape routes and whether evacuation of the building is to be completed or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
7. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice message, where provided.

EVACUATION PROCEDURES

The instruction to evacuate a DC government building may come from a number of sources including the Department of Real Estate Services (DRES), the Metropolitan Police Department (MPD), Fire and Emergency Medical Services (FEMS), and the Homeland Security- Emergency Management Agency (HSEMA).

NOTE: You may hear an evacuation alarm and/or be directed to evacuate the building by an announcement on the public address system, or by your Floor Warden. Many multi-story buildings only evacuate the floors closest to the event (i.e. the floor of origin of the event, and the floor directly above and the floor directly below the event origin). The agency's evacuation plan should be established with the direction of local fire officials and building management.

FIRE SAFETY PLAN

All fire safety plans shall include the following (International Fire Code, 2006 edition, 404.3.2 Fire safety plans).

1. The procedure for reporting a fire or other emergency
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
 - a. The occupancy assembly point
 - b. The locations of fire hydrants
 - c. The normal routes of fire department vehicles
4. Floor plans identifying the locations of the following:
 - a. Exits
 - b. Primary evacuation routes
 - c. Secondary evacuation routes
 - d. Accessible egress route
 - e. Area of refuge (*Area of Refuge*)
 - f. Manual fire alarm boxes
 - g. Portable fire extinguishers
 - h. Occupant-use hose stations
 - i. Fire alarm enunciators and controls
5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires
7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

Maintenance (International Fire Code, 2006 edition, 404.4 Maintenance)

Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangements of the building.

Availability (International Fire Code, 2006 edition, 404.5 Availability)

Fire safety and evacuation plans shall be available in the workplace for reference and review by employees and copies shall be furnished to the fire code official for review upon request.



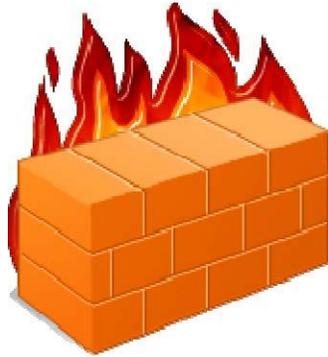
OTHER EMERGENCIES

Types of Emergencies or Incidents

There are various types of emergencies or incidents which will require you to put your plan in place. Some emergencies may require you to evacuate your location immediately, while others require you to stay in place. It is important that you review and practice your plan in the event of any type of emergency.

The following pages identify the most common emergencies and incidents that may occur and procedures that you should follow.

FIRE EMERGENCY



A fire may or may not include visible flames or strong odors of burning materials. The appropriate emergency action is for persons to evacuate the building quickly and safely.

Activate 9-1-1

IMMEDIATE ACTION

Person discovering the fire:

- Extinguish the fire only if you can do so safely and quickly
- Use the Pull, Aim, Squeeze, Sweep (PASS) method and make sure you remain safe, keep yourself between the fire and the nearest exit.
- After the fire is extinguished, call 9-1-1 and building security (if applicable)
- Make sure to close doors and activate the building fire alarm

If the fire cannot be extinguished:

- Confine the fire by closing all doors
- Pull the nearest fire alarm
- Call 9-1-1
- Alert building security, if applicable
- Alert other occupants

- Meet fire department personnel when they arrive
- Get out and stay out of the building

Building occupants should:

- Close doors to your immediate area
- **EVACUATE** the building by the nearest exit
- Assist others in exiting the building
- **DO NOT** use elevators
- Avoid smoke filled areas
- Proceed to the designated meeting area and remain there until accounted for
- Do not return inside the building until instructed to do so by emergency personnel

For persons evacuating the immediate fire area

- Feel the door from the top to the bottom. If the door is hot-**DO NOT PROCEED, GO BACK**
- If the door is cool, crouch low to the floor and open the door slowly
- Close the door quickly if smoke is present so you do not inhale toxic smoke
- Once you reach the stairwell, if you encounter smoke, go back and use another exit stairwell (your secondary route)
- Proceed to the designated meeting area and report to Assembly Area Monitor and be accounted for
- Remain outside the building **DO NOT RETURN INSIDE** until instructed to do so by the emergency personnel

Refer to “Evacuating Persons with Disabilities” section for additional information on procedures for evacuating persons with disabilities.

All fires must be reported to the fire department by calling 9-1-1, even if the fire is completely out. Failure to report a fire, even when extinguished may result in penalties and fines.

If you smell smoke and no fire or source of the smoke is evident, activate the building fire alarm and call the fire department 9-1-1

If you smell an odor that you believe to be natural gas or other dangerous substance do not operate any light switches and call the fire department (9-1-1) from a safe, odor free location and follow the operator’s instructions.

EVERYONE WITHIN HEARING DISTANCE OF THE FIRE ALARM

If you do not have an assignment as a Floor Warden, follow the instructions contained in your evacuation plan, leave the building and go to the established meeting place.

DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO

Bomb Threat

If a Bomb Threat is received by telephone:

KEEP CALM – DO NOT GET EXCITED OR EXCITE OTHERS

Time: Call received _____ AM/PM Call terminated _____ AM/PM

EXACT WORDS OF THE CALLER:

DELAY: ASK THE CALLER TO REPEAT:

Questions you should ask:

- Time the bomb is set to explode _____
- Where is the bomb located? Floor _____
- What Kind of Bomb? _____ Area _____
- Description _____

Voice Description:

_____ Female _____ Calm _____ Young _____ Rough
_____ Male _____ Nervous _____ Mature _____ Refined
_____ Foreign/Accent _____ Irritated _____ High-Pitched

Unusual phrases? _____

Recognized voice? Who? _____

Background noises:

_____ Music _____ Horns _____ Television
_____ Whistles _____ Aircraft _____ Machinery
_____ Traffic _____ Bells _____ Running Motor (type) _____
_____ Other voices _____ Other distinctive sounds _____ Tape recorder

Additional Information:

- What line did the call come in on? _____
- Did the caller indicate knowledge of the building? If so, how? In what way?

• Why kill or injure innocent people?

Call takers signature: _____ Date: _____

BOMB THREAT PROCEDURE

If a bomb threat is received, carefully note all information the caller gives you and call 9-911, building security, and _____, ARMR, and _____ Agency/Program Director, as directed in this Plan. Do not activate the building notification system. The order to evacuate the building will be given by the Director of _____ or the Metropolitan Police Department. Instructions to evacuate shall be given to employees by the Floor Wardens.

In the event of a bomb threat, employees will immediately report to the Floor Warden any observation of a suspicious person or package seen in the work areas or along the evacuation route. Employees shall NOT inspect or move suspicious packages.

When receiving a telephoned bomb threat, attempt to get an exact location of the bomb, and get as much information as possible about the caller (for example, male or female, accent, etc.). Listen for background noise that may help to identify the location of the caller. Use the checklist provided by the MPD Bomb Unit, which shows information that will aid the police. The checklist should be completed as soon as possible after receiving the call. Bomb threats received through the mail or by other means are to be reported immediately to _____. Any such items shall not be handled excessively.

Do not use cell phones or 2 way radios within a block of the building in the case of a confirmed explosive device (MPD prohibits use within 300 feet). If an explosive device is discovered or an actual explosion takes place, the building shall be immediately evacuated. Employees may be instructed to assemble at a location other than the regularly assigned assembly areas.

THREATS RECEIVED BY TELEPHONE

In the event you are contacted by phone regarding a bomb threat, these steps should be followed:

1. Remain calm, listen and take notes.
2. Remember what you hear.
3. Keep the caller talking while you notify someone near you that you are on a bomb threat call; have them contact building security and the Police Department by calling 9-1-1.
4. If the call is received on a telephone with caller ID display-**RECORD THE DISPLAYED PHONE NUMBER**
5. Try to get as much information as possible – ask these questions
 - a. Where is the bomb?
 - b. What does it look like? Which building is it in?
 - c. Why did you choose this building-motive?
 - d. When is it set to go off?
 - e. Why would you want to hurt innocent people?
 - f. Could you repeat the message?
 - g. Can you tell me the reason you are doing this?
6. Record a description of the caller's voice:
 - h. Male or female
 - i. Juvenile or adult, senior
 - j. Local, foreign, southern, etc.
 - k. Speech impediment, slurred speech, etc.
 - l. Excited, quiet, calm, etc.
 - m. Possible level of education
7. Listen for background noises such railroad, subway, streets, aircraft, crowd, etc.
8. **IMMEDIATELY CALL THE BUILDING SECURITY**
9. Do not discuss the call with anyone but the appropriate authority-in-charge to prevent alarming others.
10. The building security will contact the Police Department, or other agency, for necessary assistance concerning the call, regardless of the threat.

FEMA FACT SHEET: HAZARDOUS MATERIALS

Chemicals are found everywhere. They purify drinking water, increase crop production, and simplify household chores. But chemicals also can be hazardous to humans or the environment if used or released improperly. Hazards can occur during production, storage, transportation, use, or disposal. You and your community are at risk if a chemical is used unsafely or released in harmful amounts into the environment where you live, work, or play.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects, and damage to buildings, homes, and other property. Many products containing hazardous chemicals are used and stored in homes routinely. These products are also shipped daily on the nation's highways, railroads, waterways, and pipelines.

Listen to local radio or television stations for information and instructions. Follow the instruction carefully. You should stay away from the area to minimize the risk of contamination. Remember some toxic chemicals are odorless.

If you are:	Then:
Asked to evacuate	Do so immediately. Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures. Follow the routes recommended by the authorities - shortcuts may not be safe. Leave at once. If you have time, minimize contamination in the house by closing all windows, shutting all vents, and turning off attic fans. Take pre-assembled disaster supplies. Remember to help your neighbors who may require special assistance--infants, elderly people and people with disabilities.
Caught Outside	Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away. Do not walk into or touch any spilled liquids, airborne mists, or

Condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from accident victims until the hazardous material has been identified.

In a motor vehicle	Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.
Requested to stay indoors	Bring pets inside. Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible. Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off. Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside. Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape. Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap. Use material to fill cracks and holes in the room, such as those around pipes. If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

Also, you should ventilate the shelter when the emergency has passed to avoid breathing contaminated air still inside the shelter.

HAZARD COMMUNICATION

If these are not applicable to your agency then state this in your plan. MSDS sheets for your facility are generally kept in the Building Manager or Building Engineers office. Please check with your Building Manager to verify the location for your facility. Once you have done this you must indicate it on your plan.

General

These provision shall be applicable where hazardous materials subject to permits under Section 2701.5 International Fire Code, 2006, are located on the premises or where required by the fire code official.

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises.

Identification

Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs in accordance with Section 2703.5 (International Fire Code, 2006).

Training

Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material safety Data Sheets and be knowledgeable in the site emergency response procedures.

Hazardous Materials Inventory Statement

Where required by the fire code official, each application for a permit shall be include a Hazardous Materials Inventory Statement (HIMS) in accordance with Section 2071.5.2 (International Fire Code, 2006)

Hazardous Materials Management Plan

Where required by the fire code official, each application for a permit shall include a Hazardous Materials Management Plan (HMMP) in accordance with Section 2701.5.1 (International Fire code, 2006). The fire code official is authorized to accept a similar plan required by other regulations.

Facility Closure Plans

The permit holder or applicant shall submit to the fire code official a facility closure plan in accordance with Section 2701.6.3 to terminate storage, dispensing, handling or use of hazardous materials.

HAZARDOUS MATERIALS INCIDENT

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological matters inside a building or to the environment. Building occupants or personnel may be able to manage simple spills. Major spills or hazardous materials accidents require emergency measures from trained emergency personnel and/or recover specialists. The DC Fire and EMS Department has a Hazardous Materials Response Team for such emergencies, as well as Hazardous Materials Inspectors in the Fire Prevention Division. Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises.

Simple Spill

Does not spread rapidly
Does not endanger occupants
Does not endanger the environment
Trained occupants can clean up

Major Spill

Spreads rapidly
Endangers occupants
Endangers the environment
Emergency personnel must respond

IMMEDIATE ACTION

- Simple spills should be cleaned up by the personnel causing the spill, if no hazard is present.
- Major spills or emergencies:
 - Dial 9-1-1
 - Evacuate and assemble at a safe distance
 - Account for all building occupants
 - Wait for and provide information to emergency responders
 - Remain outside the building until told to return by emergency personnel
 - Prepare incident report for appropriate agencies

NOTIFICATION AND REPORTING

If the incident involves a major spill or any amount of radioactive or other hazardous material, activate 9-1-1; notify building security personnel if applicable.

MEDICAL EMERGENCIES

In the event of a medical emergency, employees should notify the program supervisor and first-aid trained personnel within the agency/program and 9-911. Do not move the patient unless his/her life is in danger. Designated first-aid providers shall provide first aid until EMS personnel arrive. If an ambulance is called, an employee shall be designated to meet the crew and direct them to the patient.

The names of persons trained to administer first aid are:

Name: _____ Room No: _____ Tel: _____ #
Name: _____ Room No: _____ Tel: _____ #

In addition, all (name of security contractor) Security staff shall be trained to administer first aid.

NOTE: The First aid provider shall attempt to learn if any employees have any chronic medical conditions, in order to be better prepared.

A first aid log shall be kept and reviewed quarterly to identify trends or patterns in injuries, so as to initiate corrective action. First aid supplies shall be readily available. Employee work related injuries/illness shall be reported to _____, Agency Risk Management Representative and the Disability Compensation Administrator.

Medical Emergencies include any condition that could threaten the person(s) life or well-being. These may include breathing problems, unconsciousness, cardiac arrest, severe bleeding, and choking or bodily injuries.

GENERAL

Action should be taken in all cases of medical emergencies. Upon observation or notification of the emergency, take the following actions:

- If you are able, render First Aid/CPR or obtain assistance from someone who can provide care.
- Call 9-1-1 to activate EMS and provide the following information to the call taker:
 - State the nature of the emergency
 - Give the complete address and location of the victim, floor, room, number, wing, building or level
 - Give any pertinent information about the victim
 - Age
 - Sex
 - Symptoms exhibited
 - Any pre-existing medical conditions
 - Any medications taken
 - Any assistance given

The individual providing the information to the call taker should stay on the line until the call taker tells you to hang-up.

Stay with the victim until help arrives.

Have another individual in the area meet the emergency personnel upon arrival to expedite locating the victim.

Information should be obtained from the responding EMS personnel regarding the hospital the victim will be transported to, the names of the EMS personnel, and the EMS unit that arrives at the incident.

VIOLENT INCIDENT

Violent incidents including, but not limited to acts of terrorism, assaults, and incidents of workplace violence can occur at anytime, with little or no warning. It should be noted that the following instructions are intended for incidents that are of an emergency nature, (i.e., imminent danger or having just occurred).

IMMEDIATE ACTION

Emergency situations should be reported to law enforcement authorities immediately by dialing 9-1-1

Make an attempt to secure yourself in a safe location

When you dial 9-1-1, be prepared to provide as much information as possible such as the following:

- What is happening?
- Location of incident
- Who is involved?
- Type of weapon(s) involved, if any
- Your name and address

Unarmed Violent Intruder Procedures

When dealing with a violent intruder or occupant, the police shall be notified immediately by dialing 911. If the intruder or occupant is unarmed and is displaying violent behavior prior to the police arriving, the Building Incident Commander shall be in charge of directing personnel to intervene if any violent behavior occurs, while observing the following general guidelines:

- Clear the area of nonessential staff and occupants.
- Allow the acutely agitated individual space that is five times greater than that for an individual who is in control.

IF PERSONAL SAFETY PERMITS:

- Use touch only if you know the person well and he or she does not withdraw from your touch.
- Convey empathy by acknowledging the individual's feelings (e.g. 'You look frightened'). Make eye contact (soft eyes). Look friendly; your mood is contagious.
- Never approach a violent individual alone or approach unexpectedly from behind.
- The presence of three to four staff members may be enough to reassure the individual that you will not let him or her lose control.
- Give simple, positive directions (e.g. 'Stop'). Repeat the phrase over with a calm, slow voice pattern.
- Give the individual control by offering alternatives (e.g. walking, talking). Set limits.
- If assault is imminent, quick coordinated action is essential. Stay in step-stance so you can move out of the way quickly.
- Approach the individual in a calm, self-assured manner so as not to communicate your anxiety or fear. Maintain a calm, flexible attitude.
- Attempt to calm the person without risking bodily harm to yourself.
- Ensure protection for yourself and your staff (e.g. door nearby for withdrawal, pepper spray, police baton).
- Utilize restraint, if indicated.

Unarmed Violent Intruder Procedures Occupants

In the event of a situation involving an unarmed violent intruder:

- Retreat to a safe place (hide). Stay under cover. (Identify safe places in your work area before an emergency occurs.)
- If time and safety permit, follow the **9-1-1 Protocol**.
- Stay in place and if safety permits warn all others in the area of the situation.
- Listen for announcements.
- Remain hidden until police arrive. Follow their instructions.

Armed Violent Intruder or Active Shooter Procedures Building Incident Commander

If you have a report of an Armed Violent Intruder or Active Shooter in the building:

- Phone **911** to ensure that the authorities are aware of the threat.
- Dispatch the Building Emergency Response Team - Security to ground and lock out the elevators.
- Dispatch the Building Emergency Response Team - Security to lock all of the perimeter doors and advise the 911 operator of your location.
- When the police arrive, advise them what is known about the incident, where the perpetrator was last seen, and whatever other information is requested. Be prepared to provide the police with floor plans, elevations and information on stairwell access and egress.
- If the shooter appears in the lobby and is a potential threat, have yourself and others in the area retreat to the nearest room, get low behind furniture, and let the police deal with the perpetrator.
- Once the situation has been brought under control, cooperate with the police to secure the crime scene, restore the building to normal operations, and then provide relevant information to your Public Information Officer (if activated) so that a statement can be prepared for the tenants and the media.

Armed Violent Intruder or Active Shooter Procedures Occupants

In the event of a situation involving an armed violent intruder or active shooter:

- Exit the building as quickly as you safely can and move as far away as possible out of sight of the incident.(a fast-moving target is harder to hit than a slow-moving or stationary target).
- Notify anyone you may encounter to exit the building immediately.
- Enter the nearest building with a telephone.
- Turn off the lights if possible.
- Get low behind furniture, keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Follow the **9-1-1 Protocol**.
- Give the operator all requested information.
- Wait for the police to assist you out of the building.

In the event that you are directly involved and unable to exit the building:

- Go to the nearest room or office.
- Close and lock the door; turn off the lights if possible.
- Close blinds.
- Move away from glass windows/doors.
- Barricade doors with heavy items.
- Get low behind furniture, keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Follow the **9-1-1 Protocol**.
- Wait for the police to assist you out of the building.

FEMA FACT SHEET TERRORISM

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom.

Terrorists often use threats to:

- Create fear among the public.
- Try to convince citizens that their government is powerless to prevent terrorism.
- Get immediate publicity for their causes.

Acts of terrorism include threats of terrorism; assassinations; kidnappings; hijackings; bomb scares and bombings; cyber attacks (computer-based); and the use of chemical, biological, nuclear, and radiological weapons.

High-risk targets for acts of terrorism include military and civilian government facilities, international airports, large cities, and high-profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, terrorists are capable of spreading fear by sending explosives or chemical and biological agents through the mail.

Within the immediate area of a terrorist event, you would need to rely on police, fire, and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events.

GENERAL SAFETY GUIDELINES:

- Be aware of your surroundings.
- Move or leave if you feel uncomfortable or if something does not seem right.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior.
- Do not accept packages from strangers. Do not leave luggage unattended. You should promptly report unusual behavior, suspicious or unattended packages, and strange devices to the police or security personnel.
- Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency.
- Be prepared to do without services you normally depend on - electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs, and Internet transactions.
- Work with building owners to ensure the following items are located on each floor of the building:

- Portable, battery-operated radio and extra batteries.
- Several flashlights and extra batteries.
- First aid kit and manual.
- Hard hats and dust masks.
- Fluorescent tape to rope off dangerous areas.

WEATHER EMERGENCIES

Lightening

A typical lightening bolt contains several hundred million volts at 30,000 or more amperes.

- Stay away from open doors or windows during an electrical storm
- Avoid using electrical appliances
- Stay away from all metal objects during an electrical storm
- Do not go outside
- Follow instructions given by emergency team personnel or security forces

If you are outside

- Avoid tree lines
- Stay away from flagpoles, towers, trees and metal fences
- A closed automobile provides a protective metal shell. If your vehicle is struck, do not touch anything metal in the interior

EXTREME WEATHER CONDITIONS

When designing an evacuation plan, always consider extreme weather conditions. They could have an adverse effect on the occupants once evacuated from the building. When the heat index reaches 100 degrees F or below 32 degrees F the following should be considered:

- Places of refuge or alternate places of shelter out of the weather
- Medical conditions of occupant
- Age of occupants-very young/elderly
- Additional resources
 - Cooling stations
 - Water
 - Extra blankets

EARTHQUAKE PROCEDURES

What is an earthquake?

An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. This shaking can cause buildings and bridges to collapse; disrupt gas, electric, and phone service; and sometimes trigger landslides, avalanches, flash floods, fires, and huge, destructive ocean waves (tsunamis). Buildings with foundations resting on unconsolidated landfill, old waterways, or other unstable soil are most at risk. Buildings or trailers and manufactured homes not tied to a reinforced foundation anchored to the ground are also at risk since they can be shaken off their mountings during an earthquake. Earthquakes can occur at any time of the year.

What hazards are associated with earthquakes?

When an earthquake occurs in a populated area, it may cause deaths and injuries and extensive property damage. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking. Much of the damage in earthquakes is predictable and preventable.

What are aftershocks?

Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. After-shocks can occur in the first hours, days, weeks, or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur.

What can I do to prepare before an earthquake occurs?

- Pick "safe places". A safe place could be under a sturdy table or desk or against an interior wall away from windows and bookcases, or tall furniture that could fall on you. The shorter the distance to move to safety, the less likely you will be injured. Injury statistics show that people moving as little as 10 feet during an earthquake's shaking are most likely to be injured.
- Practice drop, cover, and hold-on in each safe place. Drop under a sturdy desk or table and hold on to one leg of the table or desk. Protect your eyes by keeping your head down. Practice these actions so that they become an automatic response.
- Practice drop, cover, and hold-on at least twice a year. Frequent practice will help reinforce safe behavior. When an earthquake or other disaster occurs, many people hesitate, trying to remember what they are supposed to do. Responding quickly and automatically may help protect you from injury.

- Wait in your safe place until the shaking stops, then check to see if you are hurt. You will be better able to help others if you take care of yourself first, then check the people around you. Move carefully and watch out for things that have fallen or broken, creating hazards. Be ready for aftershocks.
- Be on the lookout for fires. Fire is the most common earthquake-related hazard, due to broken gas lines, damaged electrical lines or appliances, and previously contained fires or sparks being released.
- If you must leave a building after the shaking stops, use the stairs, not the elevator. Earthquakes can cause fire alarms and fire sprinklers to go off. You will not be certain whether there is a real threat of fire. As a precaution, use the stairs.
- If you're outside in an earthquake, stay outside. Move away from buildings, trees, streetlights, and power lines. Crouch down and cover your head. Many injuries occur within 10 feet of the entrance to buildings. Bricks, roofing, and other materials can fall from buildings, injuring persons nearby. Trees, streetlights, and power lines may also fall, causing damage or injury.
- Inform workers of the plan. Everyone in your workplace should know what to do if an earthquake occurs.
- Get training. Take a first aid class from your local Red Cross chapter. Get training on how to use a fire extinguisher. Keep your training current. Training will help you to keep calm and know what to do when an earthquake occurs.
- Discuss earthquakes with workers. Everyone should know what to do. Discussing earthquakes ahead of time helps reduce fear and anxiety and lets everyone know how to respond. Emergency Responders Collapsed structures are a common result of earthquakes. Rescue workers and emergency responders may have to enter collapsed structures to perform search and rescue activities, and it is vital that they perform their duties safely.

What is a collapsed structure?

When internal load bearing structural elements fail, a building will collapse into itself and exterior walls are pulled into the falling structure. footprint. Alternatively, if the structural failure is caused by an explosion or natural forces such as weather, the building may collapse in an outward direction resulting in a less dense and scattered debris field.

Who enters a collapsed structure?

Following a catastrophic failure of a structure, rescue workers and emergency responders may be required to enter the collapsed structure. Emergency responders include firefighters, police, emergency medical technicians, construction workers and

government representatives. Emergency responders may be responsible for assisting survivors, extinguishing fires, shutting off utilities, assessing structural instabilities, shoring-up safe paths into the structure and assessment of other hazards such as airborne contaminants. Rescue workers such as Urban Search and Rescue Teams focus on finding survivors and later removing victims from collapsed structures.

Earthquake Procedures

In the event of an earthquake:

- During the shaking, DROP – COVER – HOLD. Protect yourself by dropping to the floor and taking cover under a desk, sturdy table or other piece of furniture. Hold on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, get into a corner and, facing out, bring your knees and hands up to protect yourself. Stay away (and face away) from windows (do not stand in a doorway because you are more exposed to flying debris). Stay away from anything that can shatter or fall on you (light fixtures, bookshelves, etc.). If possible, predetermine a safe location in which to take cover, prior to an earthquake.
- Do not leave cover until the shaking has completely stopped.
- After a major shock, Emergency Personnel will direct you when and where to evacuate (a relocation to another internal portion of the building) (normally to the lowest safe floor in the office building). REMEMBER, additional shocks or tremors may occur.
- If required to evacuate, proceed to the designated assembly area outside as directed by Emergency Personnel. If you require assistance to evacuate, proceed to the designated Area of Refuge and wait for assistance from emergency personnel.
- If fire occurs, activate the nearest fire alarm pull station as the system may still be functional. Follow the office building's fire and evacuation procedures.
- If you are forced out of the building by a fire or other hazardous event, remain calm. Do not run outdoors. Watch for falling debris and electrical wires when leaving the building.
- Report any missing persons to Emergency Personnel, as they will relay information to building staff and the authorities.
- Telephones are to be reserved for emergency use only.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
-
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

Source:

Emergency Preparedness and Response - **OSHA**

<http://www.osha.gov/SLTC/emergencypreparedness/guides/earthquakes.html>

EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES



Evacuation Procedures for Persons with Disabilities

It is essential to involve persons with disabilities in emergency evacuation planning.

For the District of Columbia, evacuation planning is referenced in District Code and utilizes the International Fire Code, 2006 edition and pertains to all occupants of a building or facility. Persons with disabilities should assist in the development of emergency evacuation plans. Additional information from a variety of sources is available in the appendix of this guide for further assistance in addressing accessibility issues and the planning process.

Requesting employees to disclose their disability

The ADA and the Rehabilitation Act strictly limit how, when, and what type of information can be gathered about an employee's medical condition.

- Provide all employees with the opportunity to complete a disclosure form
- Communicate that completing the request is voluntary
- Provide a description of how the information will be used
- Ensure all information is treated as confidential (Only shared with those who need to know-first aid personnel, safety staff, and those responsible for implementing the plan)
- Persons with disabilities may choose to not disclose
- People with disabilities are in the best position to determine their abilities and need for assistance.

Communication

Communicating emergency evacuation policies and plans with staff is essential in emergency situations. Information should be provided in a variety of formats to meet the varied needs of persons with disabilities. These may include large print, Braille, audio, etc.

- Ensure that all employees and visitors, including those who are deaf, hard of hearing, blind or have low vision, have access to the same information in a detailed and timely manner

- Ensure necessary procedures, equipment and signage are in place to safely evacuate
- Develop a support network of several individuals without disabilities who are willing to assist employees and visitors with disabilities in an emergency

Individuals with Disabilities

Individuals with disabilities who are self-sufficient under normal circumstances may have to rely on the help of others in an emergency. The quick, safe, and efficient evacuation of an entire building during an emergency can only be accomplished through careful planning and preparation. When planning and implementing your building's Emergency Response Plan, incorporate the following suggested procedures to address any special needs of disabled individuals.

Definition of Terms

Disabled—refers to a temporary or permanent disability that would delay or impede the ability of an individual to evacuate the building in an emergency (such as, but not limited to, individuals requiring the use of a wheelchair, cane, crutches, prosthetic device, or those with sensory impairments).

Area of Refuge—an area which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instruction or assistance during emergency evacuation.

Actions to Take Prior to Emergency Situations:

Organize Evacuation Committee for the Disabled

Identify your BERT members charged with developing your site-specific emergency evacuation plan for employees, and/or visitors with disabilities. This team must include at least one Zone Monitor. Other suggested team members include: Employees with disabilities; Staff members trained and/or experienced in working with individuals with disabilities; and any staff members trained as an EMT or firefighter.

Consult with experts for assistance

Consult with the experts from the following agencies for assistance with developing your agencies emergency response plan for the disabled:

Public service agencies

Fire and EMS department officials; Emergency medical personnel (fire & EMS departments); and Police department officials.

Other suggested contacts

Office of Risk Management

Identify All Accessible Exits

If all exits are not accessible, update your posted floor plan diagrams that identify emergency exit routes to include accessible routes to the nearest accessible exits.

Identify Areas of Refuge

- Identify Areas of Refuge on each level of the building above or below the level of accessible exit discharge.
- Areas of Refuge may include a portion of a stairway landing within a smoke-proof enclosure, rooms protected by smoke- and flame resistant doors, and any other fire-safe areas approved by the appropriate fire department officials.
- Contact Fire & EMS Department officials to inspect your facility and determine the most appropriate locations for Area of Refuge.
- Designate backup or secondary Areas of Refuge in the event that the emergency renders the first area unavailable.
- Post signs to identify each Area of Refuge within your building. Post additional signs visible from the outside of your building to enable emergency responders to quickly locate Areas of Refuge.
- Update your posted floor plan diagram that identifies emergency exit routes to include routes to the nearest areas of refuge.
- Identify visitors and employees with disabilities assigned to your faculty. Note: the type of impairment and the level of assistance required to safely evacuate them from the facility.
- Compile a list of all visitors and employees with disabilities that might affect their ability to evacuate safely.

Determine Special Needs

Determine what if any assistance each disabled individual may require to safely evacuate your building. When determining the most effective methods of evacuation, consideration should be given to the size and weight of the individual, distance required to reach the assembly area, and obstacles such as steps, curbs, streets, intersections, traffic, etc. Listed below are some general examples of ways to assist the disabled:

Assisting the visually impaired

- Offer to assist the visually impaired person to a safe location.
- Never grab a visually impaired person's arm. Ask him or her to hold your arm or elbow as you make your way to the nearest exit.
- Give verbal instruction or information as you travel.

Assisting the hearing impaired

- Get the attention of the person with a hearing impairment by touch and eye contact and alert them that an emergency exists.
- Have written notes ready, if appropriate, which explain the existence and nature of the emergency.
- Offer gestures to provide information and instruction.

Assisting the mobility impaired

- Most mobility impaired persons, if on the ground floor of a building, will be able to exit safely without assistance.
- When mobility-impaired persons are located in portions or levels of a building without accessible exit, assist the person as directed to the nearest Area of Refuge.
- Accompany the mobility-impaired person to the nearest Area of Refuge.
- It may be necessary to clear the exit route of debris so that the person with the mobility impairment can move.
- Once within the area of refuge, wait for the fire department to evacuate the mobility impaired person.

Key points to address before transporting mobility impaired:

- Determine how many people are needed to move the person up or down the stairs.
- Determine the ability of the person to extend or move his or her extremities when lifting due to pain, catheters, leg bags, spasticity, braces, respirators, etc.

For wheelchair users:

- Determine the ability of the person to be physically removed from the wheelchair.
- When lifting a manual wheelchair, determine which points on the wheelchair the rescue persons should hold on to for lifting.
- Never take an electric wheelchair up or down stairs. Abandon the chair and move the person to safety.
- Untrained persons should never attempt to move persons with mobility impairments up or down stairs.
- Determine the number of people you will need to provide the necessary assistance for every disabled individual.
- Determine any special medical needs that students and employees may require.
- Determine if any special equipment or apparatus must accompany the students or employees when evacuated from the building.
- Compile a list of these special needs and update it as necessary. Inform staff members of their responsibilities.
- Inform staff members of their responsibilities for assisting with the evacuation of disabled individuals.
- Consider the nature and degree of the disabling condition when determining the most appropriate assisting staff members.

For employees

Responsibility for providing evacuation assistance for a disabled employee should be assigned to the staff member (BERT member) who works closest to the employee. Again, this responsibility will shift as the employee works in different locations of the building throughout the day.

For visitors

- Responsibility for providing evacuation assistance to visitors should be assigned to staff members (BERT member) already assigned the duty of checking areas of the building (such as lavatories) to make sure that all areas are clear during an emergency.
- Given unpredictable visitors, those assisting them may not be able to evacuate them on their own. In such cases, the staff member should assist the visitor to an Area of Refuge Assistance and seek assistance from other staff members or from professional rescue personnel.
- Assign an administrative staff member to inform any Emergency Responders (firefighters, police, etc.) of the number, identity, and locations of any disabled individuals who could not be evacuated from the building and/or those who require special medical attention.

Providing Training

- Those individuals who will carry out special duties for assisting in the evacuation of others must be trained in the assistance they will need to offer. When staff members are required to lift and carry others, they must be trained in proper lifting and carrying techniques.
- Ensure all employees have a copy of the plan in a format they can use. Offer plans in alternative formats including Braille, large print, audio, ect.
- Untrained persons should never attempt to move persons with mobility impairments up or down stairs. With fast response times of the DC fire department and their specialized training, they will evacuate all disabled persons from the Area of Refuge.

Executing Emergency Evacuation Procedures

- Never use elevators, chair lifts, or any other system requiring electrical power in an emergency. In most cases, delay exiting persons with disabilities until the exit route is clear of traffic.

- Evacuation Device – If your agency determines the safely way to evacuate persons with disabilities is by the use of an evacuation devices, you must identify the location of these devices, the employees who are trained to use them, how often they will be trained and maintain a record of any training.
- This is for the disabled person's safety as well as for the safety of others. For example, where a person will be carried down sets of stairs, it is much safer to wait until the stairs are free of quicker moving traffic.
- Ensure that appropriate staff members account for all individuals with disabilities immediately after notification that an emergency exists.
- Inform the appropriate administrator immediately of anyone who cannot be accounted for.
- Ensure that appropriate staff members assist individuals with disabilities in moving to their predetermined Areas of Refuge, and assist them in exiting the building.
- Ensure that appropriate staff members assisting individuals with disabilities remain with them until the emergency is over.
- Upon arrival of Emergency Responders ensure that a SERT staff member, preferably the IC or Occupant Accounting Coordinator, meets with them at the Command Post with information on number, identity, and locations of individuals with disabilities who are still in the building. Also, provide a copy of the list that describes any special medical needs that students or employees may have as well as any special equipment or apparatus that may be needed.

Practicing Emergency Evacuation Procedures

- When conducting your evacuation drills, incorporate all aspects of your evacuation plan for the disabled in at least during two drills a year.
- During these drills, it may not be advisable to evacuate all disabled persons from the building. In certain cases, the potential risk of injury may outweigh the benefits of conducting the drill.
- Discuss these health or safety concerns with your local fire department representatives. Under these special circumstances, during drills you only may be able to evacuate those individuals to the appropriate designated Area of Refuge.

- Evaluate the effectiveness of each evacuation drill. Include all students and staff members involved in using the disabled evacuation procedures.
- Make adjustments and recommend necessary changes to the established procedures in consultation with the appropriate crisis agencies.
- Discuss and review this evacuation procedure frequently with all staff members. Review and update your building's evacuation plan.

- Keep your plan current to reflect changes in your building that might impact on the safe evacuation of your building. At minimum, building administrators must review and update their building's evacuation plan on an annual basis.

Distribute Plans

Ensure all employees have a copy of the plan in a format they can use. Offer plans in alternative formats including Braille, large print, audio, etc.

Additional resources related to evacuating persons with disabilities can be found at:

<http://esa.dc.gov/DC/ESA/Schools/Guides+and+Protocols/School+Emergency+Response+Plan+and+Management+Guide/School+Emergency+Response+Plan+and+Management+Guide+--+Full+Version>

<http://www.disabilitypreparedness.org/Emergency%20Preparedness%20On%20The%20Job%206-07-06.pdf>

<http://www.nfpa.org/assets/files//PDF/Forms/EvacuationGuide.doc>

Buddy System

The Buddy System utilizes the natural support of a co-worker(s) to provide assistance in an emergency for a person with a disability. The person with a disability should be involved with the selection and training of their Buddy and an alternate. The Buddy system should not be used exclusively and plans should be flexible.

Risks considerations when using the Buddy System:

- If the Buddy is not in the building at the time of the emergency (Have a back-up person trained and available)
- Multiple staff should be trained as a “Buddy” to assist when the assistance needed may require major physical effort such as operating a stair descent device.
- The Buddy may not be able to locate the person they are assigned to assist (each person should have contact numbers)
- The person with a disability works late (The person with a disability should contact security. Security personnel should have adequate information to provide assistance if needed)
- The Buddy has left the agency (select and train a new Buddy as soon as possible, preferably before the person leaves the agency)
- The Buddy is not properly trained (Once a person has been selected; have them start working with the person with a disability to get information and training on what they will need to do)
 - The Buddy panics in an emergency (The person with a disability should contact the floor-warden immediately)

AREA OF REFUGE

Area of Refuge

Area of Refuge

An area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation (International Fire Code, 2006 edition, [B] Section 1002, Area of Refuge)

* Buildings must have an area of refuge and meet the code requirements under the International Fire Code, 2006 edition. Each agency must work with persons with disabilities within their agency to determine the safest actions to be taken in an emergency. If an Area of Refuge is determined to be the safest; it must meet the criteria under the International Fire Code, 2006 edition and the Americans with Disabilities Act, 28 CFR Part 36.

Area of Refuge

Every required *Area of Refuge* shall be accessible from the space it serves by an accessible means of egress. The maximum travel distance from any accessible space to an area of refuge shall not exceed the travel distance permitted for the occupancy in accordance with Section 1004.2.4. Every required area of refuge shall have direct access to an enclosed stairway complying with Sections 1003.2.13.2 and 1005.3.2.5 for smoke-proof enclosures except where the elevators are in an area of refuge formed by a horizontal exit or smoke barrier. (International Fire Code, 2006 edition 1003.2.13.5 Areas of refuge).

Size of Area

Each *Area of Refuge* shall be sized to accommodate one wheelchair space of 30 inches (762 mm) by 48 inches (1219 mm) for each 200 occupants or portion thereof, based on the occupant load of the area of refuge and areas served by the areas of refuge. Such wheelchair spaces shall not reduce the required means of egress width. Access to any of the required wheelchair spaces in an area of refuge shall not be obstructed by more than one adjoining wheelchair space. (International Fire Code, 2006 edition, 1003.2.12.5.1 Size).

NOTE

In buildings that are fully sprinklered, Areas of Refuge are not required. Each building and the agencies should determine if they will designate an Area of Refuge. If they chose to do so, it must meet the criteria in 28 CFR Part 36, §§4.3.11 and International Fire Code, 2006 edition, 1003.2.12.5.1, 1003.2.13.5, and [B] Section 1002, Area of Refuge.

Remember to identify the *Area(s) of Refuge* on your floor plans if they are being utilized.

SHELTER-IN-PLACE

Shelter-In-Place (SIP)

There are occasions when the immediate evacuation of an area during an emergency is not necessarily the best choice. Sheltering in place is one of several response options available to employees of the District of Columbia in the event a chemical, radiological or biological contaminants are accidentally or intentionally released into the environment. Sheltering in place means persons will remain in a building until emergency management officials issue additional instructions or declare that the emergency condition has ended. Time constraints or evacuation in some instances might actually subject an employee and/or visitor to greater risk. During a release of hazardous materials, the air quality may be threatened and an evacuation may take you through a plume of toxic materials that could lead to serious health problems.

Employees who are asked to Shelter-In-Place should seek immediate shelter in their pre-determined Shelter-In-Place location and remain there until information is received to evacuate. Unless otherwise instructed to evacuate, sheltering in a pre-determined safe location in the workplace is the preferred method of safely waiting out a hazardous incident. In most cases, sheltering in place will hopefully last no more than one to two hours; however, under extreme conditions, the timeframe could be longer and advance preparations can ensure that the event is as comfortable as possible.

The decision to Shelter-In-Place or evacuate will generally be made after close communication between local emergency management, building management and Building Emergency Response Teams (BERT).

If you are asked to evacuate or Shelter-In-Place, your Building Emergency Response Team will remain your primary contact during the event. If Sheltering in place is the option:

- First and foremost, remain calm.
- If you are outside the facility, do not return inside if there is a fire. If the threat is a potential biological or chemical release, go inside immediately to the pre-determined safe location in the workplace. Keep in mind, if the release is directly outside your building and you have been exposed, emergency personnel may not allow you to return to the building since there may be exposure risk to other building occupants could occur.
- Contact a Building Emergency Response Team member if you see an immediately life-threatening situation. If first aid is required, contact the designated first-aid trained personnel in your office.
- Next, close all doors and any operable windows. Depending on the event, it may be prudent to place pre-cut plastic sheeting over windows and tape in place. Doors may also need to be taped around the perimeters.

- Close all outside air vents where such vents are adjustable. Some building ventilation systems shut down automatically in an emergency. Where occupants control these systems, turn off cooling, heating or ventilation. Cover cracks under doors with damp towels.
- Tape over cracks and other openings such as electrical outlets and cable television outlets for extra protection.
- Lastly, listen carefully to BERT team members for updated information. You may also monitor a portable radio for instructions from emergency officials. If electronic communication has been disrupted, Fire Wardens on each floor will have up-to-date information on the emergency condition via their pre-planned communication network.

Regardless of the type of emergency, preparedness is the key to overcoming adversity. Just as the emergency drill is important, so too is being prepared to Shelter-In-Place for an extended period of time. If Shelter-In-Place is safer than evacuation, the following is a list of recommended supplies for Agencies, (**NOTE:** For the average employee, the timeframe for Shelter-In-Place will generally be considered 3 to 72 hours. District emergency crews and critical staff could conceivably be on the job for several days).

BERT EQUIPMENT AND SUPPLY LIST (RECOMMENDED)

The Building Emergency Response Team (BERT) is generally comprised of agency representatives who have volunteered or been selected to fill the roles of Floor Wardens, Zone Monitors, Assembly Area Monitors, the Senior Agency contact or Agency Risk Management Representative, and the Building Manager or a representative of facilities management for the building. The BERT members can be found in your agencies Emergency Response Plan.

The following is a minimum list of Building Emergency Response Team (BERT) supplies and the intended use for those items. Each Agency may add to these items as deemed appropriate. These supplies are also in addition to any recommended Agency and individual employee maintained supplies. Those supplies listed under Building Manager should be stored in a carefully chosen location with other building related emergency equipment.

BUILDING MANAGER

- Bull Horn with batteries
- Emergency Evacuation Chair (Storage area could be based on location of physically challenged personnel in the facility.)
- Large First Responder First Aid Kit

FLOOR WARDEN

- Tote Bag/Packs (For storage of assigned equipment and use during an emergency.)
- Bull Horn with batteries (Not every floor warden will need a bull horn. Assignment will be based on location that best fits overall communication needs for each floor.)
- Safety Vests
- Flash Lights with batteries. (Batteries should be kept in plastic bags between use, as leakage could damage equipment.)
- Radio with batteries (Floor warden will turn over radio to assistant floor warden for monitoring outside conditions, unless no assistant floor warden is assigned.)

ZONE MONITORS

- Tote Bag/Packs (For storage of assigned equipment and use during an emergency.)
- Clipboards (Current attendance lists and lists of physically challenged personnel should be maintained in the packs.)
- Flashlight with batteries (Batteries should be kept in plastic bags between use, as leakage could damage equipment.)

AGENCY EMERGENCY EQUIPMENT AND SUPPLY LIST

(RECOMMENDED)

- First Aid Kit (See list of recommended supplies for First Aid Kits included with this information.)
- Water and food staples for agencies with emergency crews who are required to remain on site for more than one day. (**NOTE:** Water and food supplies have “shelf life” dates. Inspect dates and replace as needed.)
- Flashlight (Place batteries in small plastic bag, as they could leak and damage your flashlight over time.)
- Duct tape (Can be used to seal gaps where smoke may enter, for securing splints and other purposes.)
- Plastic sheeting (For sealing purposes, sheltering, etc.)
- Small transistor radio with batteries.
- Bath towels or other materials to stuff in openings under doors (dampen before use)

EMPLOYEE EMERGENCY EQUIPMENT AND SUPPLY LIST

(RECOMMENDED)

- Small, sturdy pack or nylon bag (Store supplies in pack or bag.)
- Comfortable walking shoes (Loss of electrical power, transportation and blocked roads due to power outage or terrorism, etc. could result in a long walk home.)

- Water (One gallon – small easy to carry bottles may be preferred. Note expiration date on bottles. Drink and replace before expiration date is reached.)
- Snack (Breakfast bars, canned, easy-to-open and eat foods or other items with extensive shelf life.)
- Flashlight (Place batteries in small plastic bag, as they could leak and damage your flashlight over time.)
- Whistle
- Poncho
- N95 dust mask
- Small transistor radio.
- Book, deck of cards or other time fillers.
- Blanket (Inexpensive emergency space blankets are available from most camping supply stores.)
- Sanitary wipes or anti-bacterial hand sanitizer, sanitary napkins, etc.
- Medications

FIRST AID SUPPLIES
(RECOMMENDED)

- In 1998 the Medical Services and First Aid regulation, 29 CFR 1910-151 was revised and states, "in the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. What must be remembered, however, is that during a major event where "multiple" disasters have occurred, it may take a considerable length of time for emergency medical personnel to arrive. Best practices would indicate that having personnel trained in first aid is the wise thing to do regardless of the proximity of a hospital or clinic.

Basic Fill Contents for Type I, II and III Kits	
Item & Minimum Size or Volume	Minimum Quantity
Absorbent Compress, 32 sq. inch (No side smaller than 4 inch)	1
Adhesive bandages, 1 x 3 inch	16
Adhesive tape, 5 yd.	1
Antiseptic, .5g application	10
Burn Treatment, .5g application	6
Medical exam gloves (latex free)	2 pair
Sterile pad, 3 x 3 inc.	4
Triangular bandage, 40 x 40 x 56 inch	1
Eye Pads	2
Scissors	1

It is important to note when the fire alarm is activated, the structure must be evacuated following your Emergency Response Plan guidelines. There should be no delay in evacuation. Sheltering in place will take place only after a public safety official deems it necessary.

Agencies should include this information in there Emergency Response Plan and provide training to their staff.

Additional information can be found at the OSHA Shelter-in-Place website
<http://www.osha.gov/SLTC/etools/evacuation/shelterinplace.html>

PRACTICE, PRACTICE, PRACTICE

FLOOR PLANS



Floor Plans

Provide a copy of your floor plan for each floor.

Plans should have the following identified:

A designation of "You Are Here"

Manual pull-stations

Fire extinguishers

Exits

A map of the primary and secondary evacuations routes must be included

Provide a copy of the building plan (They may be obtained from the Office of Property Management)

Building plans should include:

The names of the streets bordering the building

Location of fire hydrants

Exits

International Fire Code, 2006 edition, 404.3.2 Fire safety plans.

Emergency Contact Information

International fire code, 2006 edition, 404.3.1, 404.3.2

Name	Responsibility	Phone #	Cell #	Email
	Building Mgr			
	Alternate-DGS			
	Landlord (leased)			
	Floor Warden			
	Floor Warden, Alternate			
	Asst. Floor Warden			
	Asst. Floor Warden Alt.			
	Zone Monitor			
	Zone Monitor, Alternate			
	Assembly Area Monitor			
	Assembly Area Monitor Alternate			
	Housekeeping/Custodial			
	Security			
	Trained-CPR			
	Trained- 1 st Aid			
	CERT Member			

A. Questions to clarify accommodation requested.

What specific accommodation are you requesting?

Additional Safety Information

AGENCY EMERGENCY EQUIPMENT AND SUPPLY LIST

Check condition of supplies monthly!

(RECOMMENDED)

We have seen disasters and emergencies of various degrees on the news, and some of us have experienced them first hand. By now, most of us also know that regardless of the type of emergency, preparedness is the key to overcoming adversity. From each agency's emergency plan, to the Building Emergency Response Team (BERT), to each individual employee, preparedness is critical. Just as the emergency drill is important, so too, is being prepared to "shelter in place" for an extended period of time. The following is a list of recommended supplies for Agencies, whether considering an immediate evacuation or the need to *shelter in place*, if that course of action is deemed safer than evacuating.

(NOTE: For the average employee, the timeframe for *shelter in place* will generally be considered a maximum of 24 hours. District emergency crews and critical staff could conceivably be on the job for several days. An Agency with such employees may need to consider maintaining staples such as food and water.)

- First Aid Kit (See list of recommended supplies for First Aid Kits included with this information.)
- Water and food staples for agencies with emergency crews who are required to remain on site for more than one day. **(NOTE:** Water and food supplies have "shelf life" dates. Inspect dates and replace as needed.)
- Flashlight (Place batteries in small plastic bag, as they could leak and damage your flashlight over time.)
- Duct tape (Can be used to seal gaps where smoke may enter, for securing splints and other purposes.)
- Plastic sheeting (For sealing purposes, sheltering, etc.)
- Small transistor radio with batteries.
- Bath towels or other materials to stuff in openings under doors (dampen before use)

Check condition of supplies monthly!

EMPLOYEE EMERGENCY EQUIPMENT AND SUPPLY LIST (RECOMMENDED)

We have seen disasters and emergencies of various degrees on the news, and some of us have experienced them first hand. By now, most of us also know that regardless of the type of emergency, preparedness is the key to overcoming adversity.

From each agency's emergency plan, to the Building Emergency Response Team (BERT), to each individual employee, preparedness is critical. Just as the emergency drill is important, so too, is being prepared to "stay in place" for an extended period of time. The following is a list of recommended supplies that each employee should have on hand, whether considering an immediate evacuation or the need to "shelter in place" if that course of action is deemed safer than evacuating.

(NOTE: For the average employee, the timeframe for "shelter in place" will generally be considered a maximum of 2-72 hours. Government emergency crews could conceivably be on the job for several days.)

- Small, sturdy pack or nylon bag (Store supplies in pack or bag.)
- Comfortable walking shoes (Loss of electrical power, transportation and blocked roads due to power outage or terrorism, etc. could result in a long walk home.)
- Water (One gallon – small easy to carry bottles may be preferred. Note expiration date on bottles. *Drink* and *replace* before expiration date is reached.)
- Snack (Breakfast bars, canned, easy-to-open and eat foods or other items with extensive shelf life.)
- Flashlight (Place batteries in small plastic bag, as they could leak and damage your flashlight over time.)
- Whistle
- Poncho
- N95 dust mask
- Small transistor radio.
- Book, deck of cards or other *time fillers*.
- Blanket (Inexpensive emergency space blankets are available from most camping supply stores.)

- Sanitary wipes or anti-bacterial hand sanitizer, sanitary napkins, etc.
- Medications

Acknowledgement

Information provided in this guide came from many agencies including:

- International Fire Code, 2006 edition
- United States Department of Agriculture (USDA)
- DC Fire & Emergency Management Services (FEMS)
- Federal Emergency Management Agency (FEMA)
- United States Fire Administration (USFA)
- U. S. Department of Labor-Occupational Safety & Health Administration (OSHA)
- U. S. Department of Labor-Office of Disability Employment Policy (ODEP)
- Access-Board
- National Fire Protection Association (NFPA)
- Center for Disability Issues and the Health Professions (CDHIP)
- Project Safe EV-AC, International Center for Disability Information
- American Red Cross
- Emergency and Safety Alliance (ESA) – School Emergency Response Plan and Management Guide, District of Columbia

2006 INTERNATIONAL FIRE CODE
SECTION 404

FIRE SAFETY AND EVACUATION PLANS
CHECK LIST

404.3.1 Fire evacuation plans. Fire evacuation plans shall include the following:

- Page____ **1.** Emergency egress or escape routes and whether evacuation of the building is to be completed or, where approved, by selected floors or areas only.
- Page____ **2.** Procedures for employees who must remain to operate critical equipment before evacuating.
- Page____ **3.** Procedures for accounting for employees and occupants after evacuation has been completed.
- Page____ **4.** Identification and assignment of personnel responsibility for rescue or emergency medical aid.
- Page____ **5.** The preferred and any alternative means of notifying occupants of a fire or emergency.
- Page____ **6.** The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Page____ **7.** Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- Page____ **8.** A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provide.

404.3.2 Fire safety plans. Fire safety plans shall include the following:

- Page____ **1.** The procedure for reporting a fire or other emergency.
- Page____ **2.** The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
- 3.** Site plans indicating the following:
 - o Pg____ **3.1.** The occupancy assembly point.
 - o Pg____ **3.2.** The locations of fire hydrants.
 - o Pg____ **3.3.** The normal routes of fire department vehicles access.
- 4.** Floor plans identifying the locations of the following:
 - o Page____ **4.1** Exits.
 - o Page____ **4.2** Primary evacuation routes.
 - o Page____ **4.3** Secondary evacuation routes.
 - o Page____ **4.4** Accessible egress routes.
 - o Page____ **4.5** Areas of refuge.
 - o Page____ **4.6** Manual fire alarm boxes.
 - o Page____ **4.7** Portable fire extinguishers.

- Page____ 4.8 Occupant-use hose stations.
- Page____ 4.9 fire alarm enunciators and controls.
- Page____ 5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
- Page____ 6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
- Page____ 7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
- Page____ 404.4 Maintenance. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.
- Page____ 404.5 Availability. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

2006 INTERNATIONAL FIRE CODE
SECTION 405

EMERGENCY EVACUATION DRILLS
CHECK LIST

- Page____ 405.1 General. Emergency evacuation drill complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2 or when required by the fire code officials. Drills shall be designed in cooperation with the local authorities.
- Page____ 405.2 Frequency. Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.
- Page____ 405.3 Leadership. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

- Page____ **405.4** Time. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire
- Page____ **405.5** Record keeping. Records shall be maintained of required emergency evacuation drills and include the following information:
 - Page____ **1.** Identity of the person conducting the drill.
 - Page____ **2.** Date and time of the drill.
 - Page____ **3.** Notification method used.
 - Page____ **4.** Page____ Staff members on duty and participating.
 - Page____ **5.** Number of occupants evacuated.
 - Page____ **6.** Special conditions simulated.
 - Page____ **7.** Problems encountered.
 - Page____ **8.** Weather conditions when occupants were evacuated.
 - Page____ **9.** Time required to accomplish complete evacuation.

TABLE 405.2
FIRE AND EVACUATION DRILL
FREQUENCY AND PARTICIPATION

Group or Occupancy	Frequency	Participation
Group A	Quarterly	Employees
Group B	Annually	Employees
Group E	Monthly	All occupants
Group I	Quarterly on each shift	Employees
Group R-1	Quarterly on each shift	Employees
Group R-2	Four annually	All occupants
Group R-4	Quarterly on each shift	Employees
High-rise Buildings	Annually	Employees

- Page____ **405.6** Notification. Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.
- Page____ **405.7** Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.
- Page____ **405.8** Accountability. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for

- Page_____ 405.9 Recall and reentry. An eclectically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

SECTION 406 EMPLOYEE TRAINING AND RESPONSE PROCEDURES

Page_____ 406.1 General.

Employees in the occupancies listed in Section 404.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in Section 404.3.

Page_____ 406.2 Frequency.

Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.

Page_____ 406.3 Employee training program.

Employees shall be trained in fire prevention, evacuation and fire safety in accordance with Sections 406.3.1 through 406.3.3.

Page_____ 406.3.1 Fire prevention training.

Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

Page_____ 406.3.2 Evacuation training.

Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

Page_____ 406.3.3 Fire safety training.

Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

SECTION 407
HAZARD COMMUNICATION

Page_____407.1 General.

The provisions of Sections 407.2 through 407.7 shall be applicable where hazardous materials subject to permits under Section 2701.5 are located on the premises or where required by the fire code official.

Page_____407.2 Material Safety Data Sheets.

Material Safety Data Sheets (MSDS) for all hazardous materials shall be readily available on the premises.

Page_____407.3 Identification.

Individual containers of hazardous materials, cartons or packages shall be marked or labeled in accordance with applicable federal regulations. Buildings, rooms and spaces containing hazardous materials shall be identified by hazard warning signs in accordance with Section 2703.5.

Page_____407.4 Training.

Persons responsible for the operation of areas in which hazardous materials are stored, dispensed, handled or used shall be familiar with the chemical nature of the materials and the appropriate mitigating actions necessary in the event of a fire, leak or spill. Responsible persons shall be designated and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses and identification of the locations where hazardous materials are located, and shall have access to Material Safety Data Sheets and be knowledgeable in the site emergency response procedures.

Page_____407.5 Hazardous Materials Inventory Statement.

Where required by the fire code official, each application for a permit shall include a Hazardous Materials Inventory Statement (HMIS) in accordance with Section 2701.5.2.

Page_____407.6 Hazardous Materials Management Plan.

Where required by the fire code official, each application for a permit shall include a Hazardous Materials Management Plan (HMMP) in accordance with Section 2701.5.1. The fire code official is authorized to accept a similar plan required by other regulations.

Page_____407.7 Facility closure plans.

The permit holder or applicant shall submit to the fire code official a facility closure plan in accordance with Section 2701.6.3 to terminate storage, dispensing, handling or use of hazardous

Life Safety Code, 2003 edition
NFPA 101
(Reference only)

4.7 Fire Drills

4.7.1 Where Required. Emergency egress and relocation drills conforming to the provision of this Code shall be conducted as specified by the provisions of Chapter 11 through Chapter 42, or by appropriate action of the authority having jurisdiction. Drills shall be designed in cooperation with local authorities.

4.7.2 Drill frequency. Emergency egress and relocation drills, where required by Chapter 11 through Chapter 42 or the authority having jurisdiction, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate.

4.7.3 Orderly Evacuation. When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed.

4.6.3 Simulated conditions. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency.

4.7.5 Relocation Area. Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given.

4.7.6 A written record of each drill shall be completed by the person responsible for conducting the drill and maintained in an approved manner.

4.8 Emergency Plan

4.8.1 Where Required. Emergency plans shall be provided as follows:
(1) Where required by the provisions of Chapter 11 through Chapter 42
(2) Where required by action of the authority having jurisdiction

4.8.2 Plan Requirements.

4.8.2.1 Emergency plans shall include the following:

- (1) Procedures for reporting of emergencies
- (2) Occupant and staff response to emergencies
- (3) Design and conduct of fire drills
- (4) Type and coverage of building fire protection systems
- (5) Other items required by the authority having jurisdiction.

4.8.2.2 Required emergency plans shall be submitted to the authority having jurisdiction for review.

4.8.2.3 Emergency plans shall be reviewed and updated as required by the authority having jurisdiction.

FORMS

**SAMPLE REASONABLE ACCOMMODATION REQUEST FORM
FOR EMPLOYERS
EMERGENCY RESPONSE PLANNING:
ACCOMMODATION FORM FOR EMPLOYEES**

A. Questions to clarify accommodation requested.

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?
If yes, please explain.

Yes No

Is your accommodation request time sensitive?
If yes, please explain.

Yes No

B. Questions to document the reason for accommodation request.

What, if any, job function are you having difficulty performing?

What, if any, employment benefit are you having difficulty accessing?

What limitation is interfering with your ability to perform your job or access an employment benefit?

Have you had any accommodations in the past for this same limitation?

Yes No

If yes, what were they and how effective were they?

If you are requesting a specific accommodation, how will that accommodation assist you?

C. Other.

Please provide any additional information that might be useful in processing your accommodation request:

Signature Date

Return this form to _____

We are asking all employees to identify any medical limitations they have that may interfere with emergency evacuation. We are collecting this information to help us effectively develop an emergency response plan. Self-identification is voluntary and the information you provide will be kept confidential and shared only with those who have responsibilities under the emergency response plan.

Do you have limitations that may interfere with your ability to evacuate during an emergency?	Yes	No
----- If yes, what are they?		
Do you need assistance for emergency evacuation?	Yes	No
----- If yes, what type of assistance do you need?		
In the event of an emergency, will you need any special medication, equipment, or device (e.g., a mask because of a respiratory impairment, an evacuation device because you cannot climb or descend stairs)?	Yes	No
----- If yes, what will you need?		
If additional information is needed, we will contact you as soon as possible. If you have any questions, please let us know.		

For Visitors, Students, and Others

Public venues, privately-owned buildings, and transportation facilities may request information from visitors to assist them in effectively accommodating their evacuation needs. The following provides a sample medical inquiry form.

EMERGENCY EVACUATION PLANNING:

A. Questions to clarify accommodation requested.		
What specific accommodation are you requesting?		
If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? If yes, please explain.	Yes	No
Is your accommodation request time sensitive? If yes, please explain.	Yes	No
B. Questions to document the reason for accommodation request.		
What, if any, job function are you having difficulty performing?		
What, if any, employment benefit are you having difficulty accessing?		
What limitation is interfering with your ability to perform your job or access an employment benefit?		

ACCOMMODATION FORM FOR VISITORS

AGENCY:

BUILDING:

NAME

TITLE

PHONE

E-MAIL

BUILDING MANAGER/ENGINEER

SECURITY (Where applicable)

FLOOR WARDEN

ASST FLOOR WARDEN

ZONE MONITOR

ALTERNATE ZONE MONITOR

ASSEMBLY AREA MONITOR

ALTERNATE AREA MONITOR

BUILDING:

NAME

TITLE

PHONE

E-MAIL

BUILDING MANAGER/ENGINEER

SECURITY (Where applicable)

FLOOR WARDEN

ASST FLOOR WARDEN

ZONE MONITOR

ALTERNAT ZONE MONITOR

ASSEMBLY AREA MONITOR

ALTERNATE ASSY. MONITOR

Date completed:

Agency contact:

Contact number:

Email address: